



Higher Degree by Research Handbook

July 2023

The HDR handbook is a living document and will be periodically updated to reflect changes to regulations, policies and current accepted practice.

Disclaimer

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Message from A/Professor Peta Stapleton Chair of Graduate Research

Bond University's four Faculties offer postgraduate degrees in over 60 discipline areas. When you study at Bond University, you become part of the Higher Degree by Research (HDR) community where you are nurtured to develop as a research professional. Our small community of HDR students and multi-academic supervision teams provide access to support and training - we call this the Bond Experience. With personalised guidance, we endeavour to assist postgraduate students with on-time completions so they can start their research careers with confidence.

As a HDR candidate, your time at the University will enable you to develop transferable skills and start your career as a researcher. Your research degree will contribute new knowledge in your chosen field.





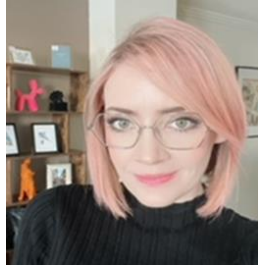
The purpose of this handbook is to serve as a reference throughout your candidature; we hope you find it helpful.

All student related policies, including University Regulations, can be found using the following link:













<https://bond.edu.au/current-students/services-support/forms-policies/policies-procedures-guidelines>

Key contacts in University and Faculty

Research Contacts

Research Portfolio	
<p>Provost Professor Keitha Dunstan</p> <p>Chair of Bond University Research Committee</p>	
<p>Chair of Graduate Research A/Professor Peta Stapleton</p> <p>Chair of Bond University Higher Degree by Research Subcommittee</p>	
<p>Director of Research Services Mr Andrew Calder acalder@bond.edu.au</p>	
<p>Manager, HDR Unit Ms Vinese Berkett HDR@bond.edu.au</p>	
<p>HDR Support Officer Ms Andrea Angus HDR@bond.edu.au</p>	

Faculty Contacts

Faculty	Executive Dean	Associate Dean (Research)	Research Development Manager
<p>Bond Business School (BBS)</p> <p>Email: BBSresearch@bond.edu.au</p>	 <p>Professor Terry O'Neill</p>	 <p>Associate Professor Daniel O'Brien (HDR Program Director)</p>	 <p>Ms Emma Hunt</p>
<p>Faculty of Law</p> <p>Email: lawresearch@bond.edu.au</p>	 <p>Professor Nick James</p>	 <p>Associate Professor Francina Cantatore</p>	 <p>Ms Minori Watanabe</p>
<p>Faculty of Society & Design (FSD)</p> <p>Email: fsdresearch@bond.edu.au</p>	 <p>Professor Derek Carson</p>	 <p>Associate Professor Damian Cox</p>	 <p>Ms Mandei Saranah</p>
<p>Faculty of Health Sciences & Medicine (HSM)</p> <p>Email: hsmresearch@bond.edu.au</p>	 <p>Professor Nick Zwar</p>	 <p>Associate Professor Justin Keogh</p>	 <p>Ms Tanya Forbes</p>

HDR Student representatives

Two HDR student representatives are elected by the HDR student cohort every year to be student representatives on the Research Committee and the Higher Degrees Research Subcommittee. They serve a 12-month term (1 July – 30 June). Nominees need to have successfully passed their Confirmation of Candidature and be able to serve the full term.

Key aspects of these roles are to:

- provide a voice for HDR students as part of the collegial decision-making process in relation to research and research training matters.
- facilitate communication/feedback regarding research and research training related matters throughout the HDR community.
- represent the views of the HDR cohort at Committee; and
- aid in HDR student advocacy

The HDR student representatives for 2023/24 are:

<p>Emily Roberts Faculty of Society & Design emily.roberts@student.bond.edu.au Member of HDRS Member of BURC</p>	<p>Dennis Hafenrichter Bond Business School dennisleopold.hafenrichter@student.bond.edu.au Member of HDRS</p>
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Student support

Library Services

Please refer to the [Bond University Library](#) for detailed information

Your Faculty Librarian can be found on the [Ask a Librarian](#) Web Page

Support for Learning- Related Services

Academic Skills Centre

Candidates can access, without charge, [all services offered by the Academic Skills Centre](#).

The SLS is suitable for all students, including native-English speakers. Supervisors should

actively make students aware of these support services.

In addition, ASC offers 'Shut up and Write' sessions once a week – this is a two-hour session consisting of periods of intensive writing in which candidates can focus on writing output for their thesis.

For further information go to the ASC iLearn site or email learningsupport@bond.edu.au

Academic Skills Centre Staff



Cameron Lydster



Shirley Brown



Neil Roberts

Information Technology Services (ITS)

Computer login details, printing problems, or if you experience technical IT issues you will need to contact [Information Technology Services](#).

Support for ITS is available Monday to Friday 08.00am - 5.00pm. If you are on campus, dial 7 or (07) 5595 4444 if you are off campus.

Please note that all correspondence between the University and candidates is through your Bond email account.

Other Available resources

The University aims to provide the following facilities for all research students. Dedicated workspaces will be equipped with a desktop computer wherever possible. University computers will be equipped with access to:

- The Internet;
- Bond University supported word-processing software, such as currently licensed version of Word, Excel and PowerPoint;
- Provided with a Bond University email account;
- Dedicated workspace allocation, typically fitted with attached lockable cabinets or with

adjacent secured lockers;

- A relevant statistics package and/or other commonly related research software if required;
- Information Technology Support;
- One telephone per HDR area/office;
- Access to photocopier and printer equipment;
- Access to University stationery where necessary for research-related purposes;
- Access to staff tea/lunch/retreat rooms;
- Laboratory access, individual bench space and access to relevant equipment in laboratory-based disciplines will be provided where necessary.

Bond Well Being Services

Bond University is committed to providing programs, services and a supportive environment to ensure the wellbeing of all students both on campus and offshore. The team is prepared with an all-encompassing service that takes into consideration every aspect of student wellbeing.

- Provide confidential, non-judgmental and inclusive support
- Connect students to appropriate support services such as counselling, accessibility, mentoring, academic support, medical and career pathways

Click on the services below to find the right support for you.

[Student Wellbeing Advisors](#)

[Student Safety & Wellbeing Reporting/Referral System](#)

[Accessibility & Inclusion](#)

[Student counselling Services](#)

[Medical Clinic](#)

Sports Centre Facilities

The Sports Centre is in Building 9, level 2, on the east side of the lake. [Facilities](#) include a gym, cardio equipment, a 50m lap pool, a FINA-rated 25 metre pool and group exercise classes.

To access these facilities, HDR students are required to pay the Student Activities Fee. Payment can be made online bond.edu.au/pay or at the Cashier's Office. Proof of payment is then presented to the Sports Centre for access.

Scholarship opportunities

Bond University is committed to providing a high level HDR experience to ensure success in students' research and research training.

The provision of appropriate financial support is an important part of the research training environment. Bond University allocates funds to support the financial costs of fee offset (waiver) and living stipends.

The University places a focus on commencing Doctoral students for all living stipend scholarships. Masters by Research student are not eligible.

Bond University offers two scholarship rounds (March and September) per year for RTP and BUPRS scholarships and one round per year for HDR Indigenous Scholarships:

Successful international candidates will also receive a fee waiver in addition to the stipend. Bond University Scholarships are assessed by a panel of experts based on academic merit and research experience. Scholarship recipients are limited in terms of the number of hours of paid work they can undertake, and supervisors need to be aware of these limitations when allocating teaching arrangements.

Details regarding scholarships and on-line application process available from the [HDR Scholarships page](#) and the [HDR Indigenous Scholarship](#) page on the Bond website. Scholarships and funding offered by external institutions or organisations can also be found on the Bond HDR ILearn Community.

Workplace Health & Safety

Bond University is committed to achieving the highest level of performance in work health and safety with the aim of creating and maintaining a safe and healthy work, study or research-based environment throughout the campus. The University regards safety as a core value; believes that work-related injuries and illnesses are preventable and aims to keep people safe while at work.

The University requires those responsible for all University activities, whether on campus or off campus, to comply with relevant work health and safety legislation, codes of practices, advisory standards and established safe practice, including Australian Standards, as well as the University's policies and procedures.

[WORK HEALTH & SAFETY POLICY](#)
[BOND INSTITUTIONAL BIOSAFETY POLICY](#)

Bond Car park

Various parking permit types are issued to allow parking in specified parking areas on campus. There are also designated car parks for specific purposes, such as disabled parking, Bond University pool vehicles, security patrol vehicles, trade vehicles, motorcycles, and bicycles.

All students wishing to park a vehicle on campus must complete the online registration form and provide, name, Student number and vehicle registration number. Access to Registration Form through [Student Portal](#) (sign in required)

Employment

Candidature workload

Full-time HDR candidature requires the commitment to research and writing activities equivalent in time and energy to that normally required of demanding full-time professional employment.

A full-time candidate will not undertake other (non-study) work of any type that consumes more than 20% of time available in an ordinary working week without the approval of the Chair of Graduate Research. Where a full-time candidate works more than 20% of the time available in an ordinary working week, the candidate may be required to change their status to part-time enrolment.

Academic Work Experience

Faculties occasionally have opportunities for HDR candidates to undertake casual employment. Casual employment can include lecturing, tutoring or working as a research assistant.

Employment of more than six hours per week requires approval from both the Principal Supervisor and the Faculty ADR. The Principal Supervisor is responsible for ensuring that academic employment does not cause delays in the progress of the candidate's research degree.

Academic employment is not a requirement of candidature, and opportunities to participate in this may not always be available.

If you are in receipt of a living stipend scholarship, please check the terms and conditions of your scholarship to ensure you do not breach your scholarship conditions. Many living stipends have limitation on work hours undertaken.

International Candidates - important information

International Student visa compliance

If you hold a current student visa it is important that you understand and comply with the conditions attached to your visa. Bond University is legally obliged to report any Student Visa breach to the [Department of Home Affairs](#) within 30 days of a breach and your Student Visa may be cancelled.

It is your responsibility to ensure that any information held by Bond University is up to date and that you comply with all relevant visa conditions. Failure to comply with any of the following could result in your visa being cancelled.

Further information about specific visa conditions and compliance can be found on the [Student Visa Compliance](#) webpage.

The Student Business Centre, can assist you on a wide range on matters:

- Update and issue CoEs
- Monitor and report international students to the Australian immigration authority to ensure compliance with the [ESOS Act](#) and the [National Code](#)
- Monitor international sponsored students, including Australia Award scholarship holders
- Arrange and assist with [Overseas Student Health Cover \(OSHC\)](#)
- Provision of letters (e.g. 485 completion letters, invitation letters)
- Assistance with Student Visa implications

International Support Team

Email: intlsupport@bond.edu.au

Tel: +61 7 559 54049

University Committees relevant to HDR candidates

Bond University Higher Degree Research Subcommittee (BUHDRS)

The Higher Degree Research Subcommittee reports to the Bond University Research Committee. The purpose is to maintain academic quality and promote university-wide procedures, processes and expectations for advancement of Bond University's aspirations and strategic priorities in enhancing excellence in higher degree research. The Committee meet 6 times per calendar year.

[Committee members and meeting dates on Bond website](#)

The Terms of Reference for the HDRS are to:

1. Advise the Research Committee on matters related to academic standards, policy and quality assurance for higher degree research programs;
2. Monitor, manage and review policies and procedures pertaining to the progress of HDR candidates, including admissions processes, confirmation of candidature, progress reporting and timely candidature, quality supervision, examination, terminations of candidature, extensions of time, and other related matters;
3. Monitor and ensure standards for examination of HDR students, terminations of candidature, extensions of candidature, and other related matters are fair and, where appropriate, consistent across the University; and
4. Other HDR matters as directed by the Research Committee.

Bond University Research Committee (BURC)

The Bond University Research Committee (BURC) is a Standing Committee of the Academic Senate. The Committee advises Academic Senate about policies and procedures relating to research at the University, including the higher degree by research program.

Research Governance is provided by the Bond University Research Committee. The Committee

meet 6 times per calendar year.

- [Committee members and meeting dates on Bond website](#)

The Committee regularly reviews audits and makes recommendations on research strategy for the implementation of the University Research Strategic Plan. It also makes recommendations regarding the conduct of the University's government reporting obligations including Higher Education Research Data Collection (HERDC) and Excellence in Research Australia (ERA).

Bond University Human Research Ethics Committee (BUHREC)

The Bond University Human Research Ethics Committee (BUHREC) is committed to protecting the welfare and rights of human participants in research conducted by members of the Bond University community. In doing so, BUHREC promotes ethically, socially, scientifically and legally responsible research activity among all members of Bond University.

The Committee meet three times per semester

- [Committee members and meeting dates, including submission dates, on Bond website](#)
- Further [Human research ethics information](#) can be found on the Bond University website,

About Your Postgraduate Research Degree

AQF levels

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training.

AQF levels and the AQF levels criteria are an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement. AQF level 1 has the lowest complexity and AQF level 10 has the highest complexity.

The [AQF level summaries](#) are statements of the typical achievement of graduates who have been awarded a qualification at a certain level in the AQF.

The following research degrees are offered at bond University, click on the links below to see the details of each level's criteria.

- Master's Degree (Research) [AQF Level 9 Criteria](#)
- Doctoral Degree [AQF Level 10 Criteria](#)

Policies

An essential aspect of project teamwork involves understanding expectations and responsibilities. The [Higher Degree Student Supervision Policy](#) details the responsibilities of the

University, your Supervisors and you so you know what to expect from your working relationship.

Read the Policy to inform your discussions and document your working arrangements in the Student- Supervisor Agreement.

Enrolment in coursework

Some HDR programs include coursework components. The purpose of these courses is to provide candidates with essential skills and knowledge to develop as researchers.

Where coursework is required, the HDR Unit will, each semester enrol candidates in the appropriate subjects, ensuring that all changes to HDR coursework enrolments meet the program requirements and compliant with legislation.

Duration of candidature

The total period of candidature for each full-time HDR enrolment is:

- Masters by Research program: minimum 12 months, maximum 24 months;
- Doctoral Degree: minimum 36 months, maximum 48 months.
- Professional Doctorate of Occupational Therapy: STUDENTS MUST COMPLETE ALL LEVEL II FIELDWORK AND THE DOCTORAL CAPSTONE WITHIN 72 MONTHS FOLLOWING COMPLETION OF THE DIDACTIC PORTION OF THE PROGRAM

HDR candidates that are enrolled on a part-time basis receive the same duration for their program; for example, the Masters by Research maximum is 4 years, the Doctoral Degree maximum is 8 years.

Candidates on an international student visa are not permitted to enrol on a part-time basis

Any requests for extensions, or alteration to candidature, must be made using [WorkflowGen](#) forms and submitted to the Faculty. Where an extension to Candidature has been approved fees may be charged. Further information regarding extending candidature can be found in the Extension of Candidature Guidelines under HDR Guidelines in the [HDR iLearn Community](#).

Fees

Annual Program fees are published on the University research degrees web pages.

Domestic Students may be provided with a Research Training Program (RTP) Fees Offset which exempts them from tuition fees. This exemption is valid for a maximum period of four years for full-time study or up to eight years part-time study for a Doctoral program and a maximum period of two years for full-time study or up to four years part-time study for a Masters program.

International students may apply for a partial fee waiver. If approved, this fee waiver is valid for a maximum period of four years for full-time study for a Doctoral program and a maximum period of two years for full-time study for a Masters program.

After the RTP entitlement or Faculty Fee Waiver period has elapsed, fees may be charged in accordance with the University's Fees Policy.

Research Training Program (RTP)

The [Research Training Program](#) is Federal Government funding provided to higher education providers to support research training for eligible students undertaking Research Doctorate and Research Master degrees. The enrolment periods stated above for (eligible) HDR candidates is covered by the Research Training Program (RTP).

An RTP student must be an Australian or New Zealand citizen, or Australian permanent residents and enrolled in a postgraduate research degree.

For full details refer to the [Research Training Program \(RTP\) Scholarship Policy](#) or contact the [HDR Administration Unit](#).

Establishing expectations

Electronic Communication with Students

Student Acceptable Use of ICT Facilities Policy 2.4.1 University Correspondence state that students are required to monitor their Bond Email account to ensure official correspondence is read and enacted upon prior to deadlines

All formal communication and WorkflowGen notifications to students is via their Bond **Student** email account. Important information about your candidature will be communicated to you via this account, to ensure you don't miss crucial notifications you are required to access your account regularly to check and respond to emails.

The HDRU is not able to accept an alternative email address as a preferred contact address. Bond staff email accounts are not considered to be acceptable email accounts for student correspondence.

Important Dates

1. Your Candidacy due date

The expected date for your confirmation. Enrolment of all HDR candidates is probationary until successful completion of a confirmation of candidature process.

2. Expected Thesis Submission Date

The University expects full time PhD candidates to submit within three to four years of commencing and full time Masters candidates to submit in one to two years of commencing. Your expected submission date indicates the time the University is expecting you to submit. You should be preparing to submit your thesis at this date

3. Must Complete by Date

All HDR programs have a regulation timeframe that determines your must complete date. If you are not ready to submit your thesis by this date you will need to request an extension to your candidature. Should you exceed the must complete date you may be required to pay full tuition fees for the period of extension. **If you do not submit by this date and do not request an extension you will automatically revert to a full fee-paying student once this date has passed.**

4. Census Dates

[Census dates](#) are the date in each teaching period when all enrolments must be finalised, and tuition fees are paid. No changes to enrolment of your program will be permitted after this date. Census dates for HDR differ from course work subjects, the HDR teaching year is divided into two periods starting January and July.

Commencement

'O' WEEK

University HDR orientation

The compulsory HDR Orientation and induction is held once a semester and provides candidates with information about the university, research practices and resources available throughout their candidature. It is an opportunity to meet with other HDR candidates and attendance is a condition of being enrolled in the HDR program.

Faculty Orientation

Faculty orientation is essential to discuss both general infrastructure support (including building access, access to office/workspace or laboratory space, photocopying, travel, Internet access, tea-room facilities, technical support, equipment access, parking requirements, disability access requirement) and project-specific support (such as field work, testing, consumables, laboratory space) that will be provided to the candidate by the Faculty.

Your Faculty Research Development Manager is responsible for facilitating your Faculty Orientation.

WEEK 3-8

HDR Support Series

Facilitated by the Chair of Graduate Research, the HDR Support Series is a compulsory series of 6 workshops, usually held every week from week 3 in each semester. **Confirmation cannot be achieved without having attended all six topics in the series.** These workshops provide you with essential information to prepare you for your candidature and should ideally be attended in your commencing semester. Check the [HDR ILearn Community](#) for the most up to date Support Series schedule

Research Integrity Training

Research integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research for all Bond University staff and students. Research integrity is

foundational to the work of the academic community and applies in all areas of research endeavour.

You must register to attend this session in advance. Please refer to the [Research Portal](#) for further details including dates and registration.

Attendance is compulsory for all commencing HDR students. Confirmation cannot be achieved without having attended all the sessions in the HDR Support Series & the Research Integrity Training.

Any enquires regarding Research Integrity should be addressed to [Research Services](#)

WEEK 9

Student Supervisor Agreement

By week 9, you and your Supervisor should have discussed and completed the Student-Supervisor Agreement form which helps to set out the expectations and working arrangements for you and your supervisory team.

The completed and signed form must be lodged with your Faculty Research Development Manager. The Form is available in WorkflowGen in the HDR Student iLearn Community – log into the [student portal](#) then:

- select 'iLearn' on the left-hand menu
- select 'HDR Student Community' under My Communities
- select 'HDR Forms'

The Supervision Team and Relationship

The University encourages a team approach to supervision and HDR development. The supervision team consists of a Principal Supervisor and Associate Supervisors

Principal Supervisor

The Principal Supervisor will be the key person for the duration of the candidature. They will usually be a content expert, are always the administrative authority, and are the key member you should have regular and frequent meetings with.

The Principal Supervisor must hold a postgraduate qualification in the relevant discipline, be research-active (in accordance with the [University's Research Active Policy](#)) and be a Bond University approved Principal Supervisor.

Associate Supervisors

Associate Supervisors are equally important as Principal Supervisors however, they may have expertise in an aspect relevant for your project such as content, methodology, or industry experience. Associate Supervisors must be a Bond University approved Associate Supervisor. Your meetings with them may be more frequent at different times throughout your candidature as your project may necessitate.

Setting expectations

Responsibilities of the candidate

Candidates are responsible for:

- maintaining satisfactory academic progress throughout their candidature
- where possible actively participating in the selection of the Principal and Associate Supervisors;
- reading and understanding the University's research and research training policies and guidelines, as well as those pertinent to the Faculty and, where relevant, discipline-specific professional requirements;
- completing the Bond University student-supervisor agreement;
- completing both the Faculty and University induction program, attending the support series and integrity workshop prior to confirmation
- reading and understanding the procedural and substantive rights and responsibilities of HDR candidates at the University;
- ensuring compliance with all University policies relevant to HDR candidature, including but not limited to: Occupational Health and Safety; Biosafety; Human Research Ethics and Animal Ethics; Privacy; Intellectual Property; Copyright; Code of Conduct for Research; and plagiarism and academic dishonesty;
- ensuring that appropriate methods of data management are identified and undertaken per University policy and legislative requirements;
- adhering to the milestones and timeframes identified in their research program;
- maintaining regular contact with the supervision team, as agreed in the student-supervisor agreement;
- Participating in the compulsory HDR progress reports
- attending and consulting with the supervision team per the agreed schedule;
- expending enough time and levels of concentration on the research program and demonstrating progress achieved;
- presenting required written material in enough time to allow for comments and discussions before scheduled supervisor meetings;
- responding to substantive and technical matters in the research and thesis, as directed by the supervision team;
- submitting and obtaining timely permission from the Principal Supervisor and ADR, using the relevant forms if the candidate is intending to take annual leave, leave of absence. Candidates may not use Leave of Absence as a mechanism for extension of candidature
- completing their Confirmation of Candidature within the first one third of full-time candidature and submitting Confirmation of Candidature documentation within the agreed timeframe;
- undertaking any coursework or other activities required by the Principal and

Associate Supervisor;

- advising the Supervision team of any difficulties encountered as these occur;
- informing the University of an intention to submit thesis or examinable material, three months prior to submission.
- Submitting a pre-examination copy of their thesis to Library Services for copyright compliance and formatting check.
- submitting the thesis for examination within the **regulation timeframe**, and, if the examiners advise amendments are required, working under the guidance of the supervisory team to make these amendments
- Accepting responsibility for the final copies of the thesis and submitting a copyright compliant thesis to Library Services for upload to the University's open access repository.

When a candidate is thought to be making unsatisfactory academic progress or serious failure to comply with University policy, the Executive Dean or Delegate may recommend a suspension or termination of candidature to the Chair of Graduate Research.

Unsatisfactory academic progress includes, but is not limited to, failure to make sufficient progress toward completion within the program duration and/or failure to respond to supervision, and/or breach of the Research Code of Conduct Policy (TLR 5.06).

Responsibilities of the Supervision team

The Principal and Associate Supervisors are responsible for:

- ensuring that the HDR student's project plan is feasible within available resources;
- ensuring that the milestones and timeframes identified within the candidate's higher degree research program are achievable;
- advising the ADR should they have concerns regarding the candidate's capacity to meet the milestones identified in the research program or the adequacy of necessary resources or facilities essential to their completion;
- ensuring that both the student and supervisory team complete a Student - Supervisor agreement within the first six weeks of enrolment;
- ensuring they meet all requirements of being a student i.e. advising contact information, timely application of leave of absence requests (if appropriate). International students are to abide by their student visa conditions;
- maintaining regular contact with the candidate and ensure that a reasonable timetable is set to permit the degree to complete within the **regulation maximum timeframe of:**
 - **2 year's full-time enrolment for Master by Research candidates; and**
 - **4 year's full-time enrolment for Doctoral candidates**

Candidates may in exceptional circumstances seek to be extended beyond the maximum time following a satisfactory review of progress by the ADR with the approval of the Chair of Graduate Research. Any extension of Candidature may incur

full tuition fees for the extended time.

- ensuring that the candidate participates fully in research-training opportunities available within the University and the Faculty, as well as the broader external academic environment relevant to the discipline;
- providing timely and consistent feedback to the candidate as confirmed in the Student-Supervisor agreement;
- providing appropriate, helpful and explanatory feedback to the candidate on any submissions, returning such feedback in reasonable time, and assisting candidates to develop solutions as problems are identified;
- ensuring that a candidate has received clear written documentation where the standard of the candidate's work is lacking and identifying together with the candidate strategies to address the identified problems;
- assisting a candidate, where appropriate, with re-defining the initial milestones and timeframes to ensure that the research program will be completed in a timely manner;
- reaching agreement with the candidate regarding authorship of publications and acknowledgements of contribution during and after completion of candidature, and respecting and recognising contributions by the supervisor and candidate in all published works;
- nominating an appropriate acting supervisor during absence, and seeking timely approval from the ADR, prior to commencement of leave of absence;
- counselling candidates to enrol for a lower award if progress has been unsatisfactory;
- identifying appropriately qualified Confirmation Panel members for the confirmation process;
- identifying appropriately qualified thesis examiners for the examination of the thesis; and
- advising the candidate as to whether, and when, the thesis is suitable in form and content, for submission, per the University policy:
 - At the time of submission, supervisors should certify that the thesis is properly presented and conforms to the University's rules for submission of a thesis.
 - Supervisors should confirm that the thesis is of a standard suitable for examination.

Supervisory Team

Initial meeting (within the first 9 weeks)

The Student - Supervisor Agreement must be completed within the first 9 weeks of commencing your HDR degree.

The purpose of the student supervisor agreement is to facilitate a discussion on:

- the candidate's project

- the candidate's approach to the project
- expectations, communication and regular meetings; and
- available resources
- University policies and procedures.

Regular meetings with supervision team

Regular meetings with the Principal Supervisor can take place in any of the following modes:

- Face-to-face;
- Skype, FaceTime;
- Chat messaging; or
- Phone.

Generally, the more frequent and more regular the candidate meets with the supervision team, the better.

Candidates should consider the following for each meeting:

- Approach it as a business meeting;
- Have a written agenda (student-driven);
- Take notes with actions and deadlines;
- Follow project planning approach; and
- Plan steps for next meeting.

Important milestones during candidature

A postgraduate research degree is a significant project that requires planning and management. Approaching your degree as a project involving a project plan; reaching milestones; the focused attention to logical progression, understanding the means to access research material and facilities and the application of appropriate research methodology can result in the timely completion of the HDR journey.

As with any major project, milestones are set and are integral to the delivery of the project (in this case, your thesis).

All HDR projects have the following milestones:

Proposal

- Coursework (if required)
- Substantial literature review
- Early chapter writing
- Methodology preparation
- Data collection

Progress review and reporting

- twice per year throughout candidature

Confirmation of Candidature Seminar

- End of the first third of the candidature

Thesis submission for examination

- Pre-submission checks
 - Contact the library for formatting and copyright compliance checks
 - Contact your RDM for Plagiarism Detection tool
 - Contact Research Services for IP
- Examination
- Revisions (if required)

Progress Reports

The purpose of progress reports is to ensure compliance by the candidate with key dates for milestones in their candidature. Progress reports are issued twice a year, May and November by WorkflowGen. They are issued electronically via an email sent to your student email account. To access the report in the email you need to be logged onto the PC using your **student username and password**.

- The mid-year report (May) is completed by both the candidate and the supervision team.
- The end of year progress report (November) is a short report completed by the supervision team.
- The Faculty ADR reviews all reports. The Chair of Graduate Research reviews all reports where the student is not making satisfactory progress.

The May progress reports will identify:

- Whether required work on the project has been completed
- The frequencies of consultations with supervisor/s
- Significant writing or drafting of the thesis
- If ethics clearance has been obtained and up-to-date
- Early identification of any delays with submission of the thesis.

NOTE the completion of HDR Progress Reports is compulsory. A copy of the report will be kept on the candidate's file. If the candidate fails to complete their section of the report by the closing date they will automatically default to "At Risk"

Confirmation of Candidature

Timeframe and Preparation

Timely progress within the first year of candidature is important to not only the candidate, but also the supervisors and the University's research community. Confirmation normally

occurs within the first year (pro-rata for part time candidate's), however the candidate's Faculty will have policies regarding this milestone.

Enrolment of all HDR candidates is probationary until successful completion of a confirmation of candidature process. It is important that you are aware of your scheduled confirmation date early in your candidature, which your Research Development Manager can provide to you.

The key objectives will include:

- evaluation of the candidate's progress and achievement in the probationary stage of candidature.
- to determine the appropriateness and feasibility of the research program, the adequacy of the research arrangements and resources

Confirmation of Candidature is an extremely important milestone, and the candidate should ensure that they are well prepared for this. Further information can be found in the HDR ILearn Community in the Guidelines for Confirmation of Candidature tab. Students are also reminded that Support Series 4: Confirmation of Candidature is compulsory and should ideally be attended in your commencing semester. To assist with preparation, candidates are also strongly encouraged to attend their fellow candidate's confirmations.

Consequences for not Confirming when due.

If a candidate has not submitted their confirmation of candidature document and completed their confirmation seminar within the agreed timeframe without reasonable cause, this will be considered unsatisfactory academic progress and may result in the following consequences for their candidature.

- a) After considering recommendations provided by the Faculty, the Chair of Graduate Research may suspend candidature of any candidate who is considered unsuitable to continue.
- b) On the recommendation of the Executive Dean or delegate, the Chair of Graduate Research may terminate a candidature on grounds of unsatisfactory academic progress.
- c) Any living stipend received by the student may be suspended until such time as they achieve confirmation.

Confirmation process

The faculty will establish procedures for confirmation of candidature for each HDR program. Confirmation procedures will require the formation of a Confirmation Panel that normally includes the candidate's supervisor and at least one member external to the University from a cognate field as approved by the ADR. The ADR normally chairs the Panel.

Confirmation of candidature will be based on an assessment of the following milestones, and candidates are required to:

- conduct an oral presentation
- outline a detailed confirmation document, which will normally be up to a

maximum of 10,000 words

- complete an annotated literature or bibliographic review or other form of comprehensive background research
- provide evidence of application for ethics approval where relevant
- successfully complete any stipulated coursework unit/s or other developmental activity required in the Letter of Offer
- present an outline of the research project and progress to date before the Faculty Confirmation Panel.

Conclusion of Confirmation process

Following the oral presentation, the panel will meet and discuss the candidate's progress. The Confirmation Panel will recommend either that:

- the candidature is confirmed
- the probationary period should be extended as deemed relevant by the Confirmation Panel and set conditions that must be met before candidature can be confirmed.
- Termination of candidature
- Downgrade from Doctoral degree to Masters by Research

Where candidature is confirmed, the Confirmation Panel Chair will complete a Confirmation of Candidature report and provide a copy to the Faculty's RDM.

Where a further period of probationary candidature is recommended, the Confirmation Panel will stipulate the length of the extension and any conditions to the candidate and to the Faculty's ADR and RDM. The Confirmation Panel shall reconvene at the conclusion of the extension period to determine the candidate's confirmation. In all cases specified above the Chair of Graduate Research must approve the decision made by the Confirmation Panel.

Conversion of degree

A Masters by Research candidate's supervisory team may apply in writing to the Executive Dean or delegate for conversion to a Doctoral Degree program (AQF Level 10).

At the discretion of the Executive Dean or delegate, approval may be given for the candidate to seek conversion to doctoral candidature.

Conversion to doctoral candidature will require that:

- *the student has shown exceptional progress for the Masters by Research*
- *the conversion panel is satisfied the candidate has the capacity to complete a PhD.*
- *the conversion panel is satisfied the faculty criteria for a successful confirmation for a PhD is established.*
- *the conversion panel is satisfied that the research project is appropriate for a Doctoral Degree (AQF Level 10).*

The candidate must prepare a document (including a research plan appropriate to AQF level

10 Doctoral Degree level requirements) and submit to the Panel and present a seminar. The candidate must comply with the requirements of the confirmation procedures.

Project budgets

An integral part of being a researcher is managing a research budget. Candidates can access funding from the University for their studies. The HDR Unit administers HDR student budgets and expenditure

Budget development and approval

To access funding, HDR candidates must prepare, as part of their confirmation document, a proposed whole-of-candidature budget subdivided into calendar years. The budget must be prepared in consultation with the supervision team. It is recommended that a budget is completed as early into enrolment as is feasible to facilitate forward project planning and access to funding support.

The budget must be manageable within the resource constraints of the Faculty and the University. The University is not obliged to fund amounts in excess of establishment limits if prior agreement is not reached on project costs or conference support.

Receiving budget approval and accessing funding

To access funding the candidate must complete the HDR budget Request in [WorkflowGen](#). Instructions for completing the form can be found in the HDR ILearn Community under HDR forms.

Once the budget is approved by the Chair of Graduate Research, the candidate and supervisor will be advised of the approval of the HDR budget by email.

To expend funds, candidates will contact the [Higher Degree Research Unit](#) will make the purchases for the candidate

Acknowledging funding

All students receiving RTP Scholarship Support, both living stipend and fee off-set, must acknowledge the Commonwealth's support when they publish or produce material such as books, articles, newsletters or other literary or artistic works which relate to the research project, whether this is during or after completion of their HDR studies.

This requirement applies to the student, their supervisor or any other party who publishes or produces material carried out by the recipient of RTP Scholarship.

The acknowledgement must be displayed in a prominent place using the following text:

**This research was supported by an Australian Government
Research Training Program Scholarship.**

Maximum available funding during enrolment

It is expected that the maximum amount of funding available to HDR candidates for project costs and conference travel support during their candidature will be determined by the costs of the degree as determined by the Commonwealth Research Training Program and the annual operating budget of the University.

Refer to the [HDR Support policy](#) for the latest schedule of maximum funding.

Project budgets and project support includes the following:

- Data collection costs;
- Laboratory consumable costs;
- Record access costs;
- Field work consumables;
- Field work travel and subsistence for data collection;
- Material, practical projects and films.

Some project costs may already be supported through existing University infrastructure, including:

- Access to literature and publication resources;
- Access to databases and other relevant online records;
- Large equipment; and
- Minor equipment already owned and used in the University.

Conference attendance

The University provides financial support to all HDR candidates on a case-by-case basis to fund conference registration, accommodation and associated travel costs where the candidate is accepted for a presentation paper on their research project. Support for attendance at a conference will only usually be approved after a candidate has confirmed their candidature.

Process for obtaining travel funding:

- It is desirable for candidates to have budgeted for funds to attend a conference to present a paper. Applications to attend conferences can be made with the support of the Principal Supervisor and ADR. These will be considered by the Chair of Graduate Research on a case-by-case basis, using the same guidelines as all other applications.
- Candidates can also obtain funding for travel relating to their project field work
- Candidates will consult with their supervision team and complete the HDR Budget Process and Application form. This must include all expected costs, including conference registration, transportation and accommodation.
- The application will be made at least three months before date of the conference.

- The conference program and invitation to present must be submitted with the application
- The request will be considered by the Chair of Graduate Research on a case-by-case basis, using the same guidelines as all other applications.
- Bond University's preferred supplier for travel bookings is [FCM Travel](#). Candidates are strongly advised to use [FCM Travel](#) to obtain their quotes for budget planning to avoid any budget overruns.
- An outcome letter of advice will be emailed to the Principal Supervisor and the HDR student.
- The candidate must provide the [HDR Unit](#) with the flight details, accommodation and conference registration details.
- The HDR Administration Unit will book all travel and conference registration in advance. Candidates will not be reimbursed if they pay for these expenses personally. Note that all travel undertaken by an HDR student during their project must be done in accordance with the University's [Student Travel Policy](#).
- The HDR Administration Unit will, upon presentation of tax invoices, reimburse the candidate with all approved out-of-pocket incidental expenses incurred during the trip.
- The HDR Administration Unit will keep records for each candidate
- While the university accepts that private travel may be taken which is incidental to the business purpose of the travel, the HDR unit will only book and pay for the business travel component of the journey. Private travel must be booked and paid for by the candidate.

Ethics

How to apply for human research ethics

You should have a discussion with your supervisor very early in your candidature to determine whether you need ethics approval for your project. Further information can be obtained by [booking a consultation](#) with the Ethic Manager. Ideally you should be accompanied by your supervisor when you attend your first consultation.

Further information can be found on the [Research Ethics](#) webpage

Data Management, Intellectual Property and Plagiarism

Research Data Management

Data management is an essential part of research today. Almost every researcher manages various forms of data. Data management includes activities such as backups, collaborative work, data storage and retention. Managing your data professionally allows you to work more efficiently, produce higher-quality data, and achieve greater exposure for your research, as well as protecting your data from misuse or loss.

The first step towards professional data management is to make a data management plan and setting this up is incorporated into the HDR Support Series. Details about HDR research data management planning can be found on the [Research Portal/Data Management](#)

Bond University's HDR Administration Unit and Library Services are developing resources to help researchers manage their data. If you require further assistance, please contact researchdata@bond.edu.au

Intellectual Property (IP)

As a researcher you should clarify ownership of and rights relating to research data before a project starts. Ownership and rights will determine how the data can be managed into the future, so these should be documented early in a project through Data Management Planning.

All research data created at Bond University is subject to the [Intellectual Property Policy](#) and associated policies.

In general, students own the copyright in all material generated during the course of their studies, including their thesis and the research data, except in the following three situations:

- The university has made a contribution of funding/resources/facilities or apparatus AND you make or contribute to a patent-worthy discovery or invention;
- The student has been provided with background intellectual property owned by the university or their supervisor; or
- The research is subject of an agreement between the university and a third party that deals with IP rights, for example a funding agreement that assigns all or some ownership of the research;

You will be made formally aware of any changes to the ownership of copyright or IP related to your studies. Should you have any questions about the ownership of you IP, please speak with [Research Services](#).

Copyright

Careful management of third-party copyright when writing your thesis will ensure an uncomplicated submission. Refer to the [Writing and Submitting a Thesis guide](#).

Download the [Copyright for Researchers Toolkit](#) for ready-reference during your research. It includes a sample permission letter and a checklist as well as easy-to-read information on the copyright implications for higher degree research students.

The *Copyright guide for Higher Degree Research Students*, also in the Toolkit, is a useful resource that contains scenarios for handling digital copyright problems in theses.

You should consult the Manager, Scholarly publications & Copyright anytime to ensure your thesis

is copyright compliant, but no later than three months before submission.

External Parties

Where research is conducted in collaboration with partners outside of Bond University, or for external agencies (e.g. funding bodies), ownership of copyright and other IP must be explicitly agreed to by the parties.

Ownership of copyright and other IP will commonly be dealt with in a document such as a funding agreement, contract or a memorandum of understanding. All researchers should be familiar with the requirements of any funding agreements, contracts or partnership arrangements, and consider these during the data planning process. For further information on External Funding consult the University's [Intellectual Property Policy](#) or contact [Research Services](#)

Plagiarism and Academic Dishonesty

Plagiarism occurs when the work of another person, or persons, is used and presented as one's own, where the source of each quotation or piece of borrowed material is not acknowledged with an appropriate citation.

The University regards very seriously any acts of cheating, or dishonesty by way of plagiarism and there are a range of penalties which may be imposed on a student for instances of plagiarism.

Bond University uses SafeAssign and Turnitin to check student work for plagiarism. Contact your Faculty RDM for assistance.

Publication prior to submission

Candidates are strongly encouraged and supported to prepare components of their research for publication prior to submission of the thesis or examinable material.

In cases where a candidate has published research findings, references must be included within the thesis or examinable material and adhere to the University's Code of Conduct for Research and the Guidelines on Authorship and the Retention of Research Data.

The thesis format may include one or a series of papers that have been prepared, submitted, or accepted for publication in a book or journal.

There may be some advantages in coordinating a thesis in this format:

- To develop writing skills
- Improve the quality of the thesis through a formal peer review process
- Create a chapter with each separate published paper
- Disseminate research
- Submission of published research in an appropriate journal is often required of doctoral candidates. See appendix 2 entitled PhD by Published Work for detailed copyright information for this type of thesis.

Requirements for inclusion of published work

A thesis may include published or unpublished papers where such papers have been produced under supervision and during the period of candidature and where the quality of such papers is appropriate.

Papers which have been rejected by a publisher must not be included unless they have been substantially rewritten to address the reviewers' comments or have since been accepted for publication.

Extent of student's contribution

The student should normally be the principal author (that is, responsible for the intellectual content and most of the writing of the text) of any work included in the body of the thesis.

Where any work has been jointly authored, a signature from the corresponding author is required to include the material in the body of the thesis. Co-authored work in which the student was a minor author can only be used and referenced in the way common to any other research publication cited in the thesis.

Thesis examination

Introduction

These guidelines have been developed to assist Higher Degree by Research (HDR) candidates with preparing their thesis for examination.

Bond University offers the following Higher Degree by Research programs:

Master's Degree (Research)

- Master of Philosophy (MPhil)
- Master of Science by Research (Health Sciences)
- Master of Arts (by Research)
- Master of Laws (by Research)

Doctoral Degree (Research)

- Doctor of Philosophy (PhD)
- Doctor of Legal Science (Research) (SJD)
- Professional Doctorate of Occupational Therapy
- Doctor of Philosophy by Published Work (PhD)

Expectations for Thesis Word Count

Faculty of Law

PhD word count limit is 80,000-100,000 words including footnotes (excluding front matter, bibliography, and in some cases, the appendices).

The SJD thesis word count limit is up to 70,000 words including footnotes (excluding front

matter, bibliography, and in some cases, the appendices).

The LLM (Res) thesis word count limit is up to 50,000 words including footnotes (excluding front matter, bibliography, and in some cases, the appendices).

Faculty of Health Sciences and Medicine

It is recognised that the length of a thesis may vary according to the topic and discipline, however as a general guideline:

The Masters by Research thesis word count is between 30,000 – 50,000 words excluding appendices and reference list/bibliography.

The PhD thesis word count is between 60,000 – 80,000 words excluding appendices and reference list/bibliography.

The Professional Doctorate of Occupational Therapy thesis word count is between 30,000 – 50,000 words excluding appendices and reference list/bibliography.

Bond Business School

It is recognised that the length of a thesis may vary according to the topic and discipline, however as a general guideline:

The PhD thesis word count is between 80,000 – 100,000 words excluding appendices.

The Master of Philosophy thesis word count is between 30,000 – 40,000 words excluding appendices.

Faculty of Society and Design

The PhD thesis word count is between 80,000 – 100,000 words excluding appendices.

The Master of Philosophy thesis word count is between 30,000 – 40,000 words excluding appendices or equivalent weight of work for a creative arts project.

The Master of Arts thesis word count is between 40,000 – 50,000 words excluding appendices.

In cases where the quality of the thesis merits it, there may be some flexibility to the wordcount guidelines. Any variation of these word count guidelines must be supported by the Faculty ADR and be approved by the Chair of Graduate Research.

General presentation for all HDR thesis

Your thesis must comply with the following formatting requirements:

- Typing must be 1.5 spaced;
- Text must be Arial 12 or Times New Roman 12 font;

- Printed on A4 paper; **single-sided** for examinable copies and **double-sided** for final copies;
- The inside edge of margins should be no less than 30 mm;
- Top margin should be 20mm;
- Bottom margin should be 30mm;
- Edge margins should be 20mm;
- Page numbers should appear inside the margins and in the centre of the page;
- Pages should be numbered with lower case roman numerals for the preliminary section of thesis and Arabic numerals for the main part of the thesis, the title page is page i but should not be numbered.
- Each chapter and section should commence on a new page, on the right-hand side.

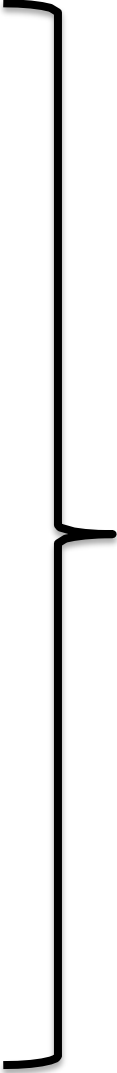
Preliminary section

Order of Contents

The following Table of Contents example contains all the content headings for a thesis.

All headings should be included in the thesis on a separate page and contain an appropriate statement, or content.

Further details and examples are provided on the following pages:

Title page		Preliminary section
Abstract		
Key words		
Declaration by author		
Declaration of co-authors		
Research outputs		
Ethics declaration		
Copyright declaration		
Acknowledgements		
Table of contents		
List of tables		
List of figures		
List of diagrams		
Abbreviations		
Main text of the thesis		
Bibliography or list of references		
Appendices		

Thesis Table of Contents example

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Title Page

The thesis must be preceded by a title page which should include the following details:

- The full title of the thesis;
- The full name of the candidate;
- The degree for which the thesis is submitted. This must be one of the following:

Masters Degree (by Research)

Master of Philosophy (MPhil)

Master of Science by Research (Health Sciences)

Master of Arts (by Research)

Master of Law (by Research)

Doctoral Degree (Research)

Doctor of Philosophy (PhD)

Doctor of Philosophy by Published Work (PhD)

Doctor of Legal Science (Research)

Professional Doctorate Degree

- The month and year of submission. This must be the month the Executive Dean confirms the thesis has passed examination.
- The Faculty in which the candidature was undertaken. This must be one of the following:

Bond Business School

Faculty of Health Sciences and Medicine

Faculty of Law

Faculty of Society and Design

- The title and names of all supervisors, for example Professor Jane Citizen.
- Acknowledgement of Federal Government funding.

Thesis title page example



**A study into the specification of thesis guidelines, and
complexities within science disciplines**

Lucy Amy Smith

Submitted in total fulfilment of the requirements of the degree
of Doctor of Philosophy

June 2015

Faculty of Health Sciences and Medicine

Professor Jane Citizen and Associate Professor Malcolm Person

This research was supported by an Australian Government Research Training Program Scholarship.

Abstract

An abstract of 300 - 500 words follows the title page and should be a concise summary of the thesis.

Key words

A maximum 10 words which are specific to the thesis

Keywords are listed at the end of the abstract, for example: endemic, biota, conservation

Declaration by author

The declaration is dated by the candidate and must be included on a separate page after the abstract.

The declaration is below:

This thesis is submitted to Bond University in fulfilment of the requirements of the degree of (name of degree: see table below for full list).

This thesis represents my own original work towards this research degree and contains no material that has previously been submitted for a degree or diploma at this University or any other institution, except where due acknowledgement is made.

Full name:

Date:

Declaration of author contributions

Publications you have co-authored, and are included in the thesis, must be stated below along with the contributions.

Example:

Publication co-authored	Statement of contribution
Smith, L.A., Citizen, J., Person, M. (2015). Creative writing thesis in Philosophy: and in- depth study of exegesis. <i>The Canadian Journal of Advance Higher Education</i> , 55(5), 1100-1120.	LS 80%, JC 15%, MP 5%
Smith, L.A., Citizen, J., Person, M. (2015). Interdisciplinary education and the future of Doctoral studies. <i>International Pedagogy Journal</i> , 10 (7), 87-97.	LS 75%, JC 20%, MP 5%

Research outputs and publications during candidature

It is important for candidates to list any research outputs that were published or presented during their candidature.

List publications using the standard citation format for the discipline.

Publications should be divided into sections such as e.g. peer-reviewed papers, book chapters, conference abstracts.

Examples:

Peer-reviewed publications

Smith, L.A., Citizen, J., Person, M. (2015). Creative writing thesis in Philosophy: and in-depth study of exegesis. *The Canadian Journal of Advance Higher Education*, 55(5), 1100-1120.

Smith, L.A., Citizen, J., Person, M. (2015). Interdisciplinary education and the future of Doctoral studies. *International Pedagogy Journal*, 10 (7), 87-97.

Published and Presented Conference Abstracts

Smith, L.A., Citizen, J., Person, M. (2014). The written word and the impact on public policy. Australian Public Policy Association Conference, Dubbo, Australia.

Smith, L.A., Hope, J., Hall, M. (2013). The evolution of Pedagogy. Australian and New Zealand Higher Education Forum, Gold Coast, Australia.

Ethics declaration

If the project received human research ethics approval, the following statement must be included in the thesis:

*“The research associated with this thesis received ethics approval from the Bond University Human Research Ethics Committee. Ethics application number *****.”*

Copyright Declaration

This heading must contain a statement. Choose from the following:

- a) If there are no published works within the thesis the following statement should be made:

No Copyright Declaration

No published manuscripts are included within this thesis.

- b) For a thesis where copyright permission has been gained for the reproduction of the published work/s the following statement format is recommended:

Copyright Declaration:

This thesis makes careful note of published articles, along with relevant copyright information. Copyright permission has been obtained from the publisher for the following articles:

- 1.
2. etc

Permissions are also cited in the preface of the relevant chapters within the thesis. See Appendix 2 for further information.

Acknowledgements

This section is to record acknowledgement and gratitude for the more general academic input and support, financial support from grants and scholarships; and non-academic support received during candidature.

There is no word limit applied to acknowledgements.

Thesis Table of Contents Example

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Abbreviations

Abbreviations should be presented in a table, as shown in the example below:

Associate Dean Research	ADR
Bond University Human Research Ethics Committee	BUHREC
Higher Degree Research	HDR
Pro Vice-Chancellor (Research)	PVC-R
Research Development Manager	RDM
Student Learning Support	SLS

Main Section

Structure of the main text of the thesis

Candidates should seek advice from their Supervision team regarding the structure of the main section of the thesis, particularly in relation to chapters. The Library has produced a guide which will help candidates find resources to help them with the writing process

<http://bond.libguides.com/writing-submitting-a-thesis>

Bibliography or list of references

- Only recognised referencing styles should be employed, and candidates should consult with their supervisors on the most appropriate form of referencing for the field in

which they are working.

- The style of referencing adopted must be followed consistently.
- All books and articles mentioned in the body of the thesis must appear in the bibliography or reference list as appropriate.
- In some fields, the bibliography or reference list contains a record of works consulted, even if not actually cited in the text.
- The form in which a bibliography or reference list is presented may vary depending on the field of research. Supervisors can advise on what is appropriate for the field of research, and candidates should become familiar with the standard in their field by consulting previous theses.
- References/footnotes may appear in the body of the text, or at the bottom of each page, at the end of each chapter, or at the end of the thesis. However, this varies between fields of research. Candidates should consult with their supervisor for clarity.
- Adequate documentation of sources is expected and relied upon by the thesis examiners who may wish to consult sources quoted in a thesis.
- Failure to adequately document sources could lead to allegations of plagiarism.

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Additional work required for a PhD by Published Work

Please refer to Appendix 2 for guidelines regarding PhD by Published Work.

Editing of thesis

Candidates must obtain, prior to examination, written approval from their supervisors and the ADR to use a professional proof-reader. Support for proofreading will be considered on a case-by-case basis. To obtain approval the candidate must be able to show that they have engaged with the SLS to improve their writing skills during their candidature and can demonstrate a need for further assistance. If a candidate has unused project funds, they will be permitted to use them for proofreading.

It is the responsibility of the supervisors to ensure that any professional editorial assistance does not alter or impact upon the scholarship or intellectual content of the candidate's thesis or other examinable material. Candidates who use professional proofreading assistance must comply with all requirements outlined in the [Guidelines for editing research theses](#).

Preparing to submit the thesis for examination.

In the months preceding the submission of the thesis, the candidate, supervision team, ADR and RDM will be involved in the examination process.

Intention to Submit

As the candidate approaches their submission date, they should engage their supervisors in a conversation about their preparedness to submit their thesis on time.

The intention to submit form will be launched automatically by [WorkflowGen](#) three months prior to the Candidate's submission date. The Candidate may launch the form directly should they wish to submit their thesis earlier. If the Candidate is not ready to submit, they should choose that option on the form and **submit the form anyway** to close the workflow. If the candidate is ready to submit, workflowGen will notify the Principal Supervisor and Faculty ADR. They will then proceed to nominate examiners

By approving the Intention to submit form, the candidate's supervisors and the ADR confirm that the thesis or examinable material is of an appropriate academic standard for the degree to which it is to be submitted and examined and that it has met the presentation standards required by the University.

Submitting an examination copy of the thesis to Library Services to check formatting and copyright compliance.

Prior to commencing the examination process, the candidate must provide an examination copy of the thesis to Library Services to check formatting and copyright compliance. Candidates should consider this when completing their intention to submit form and ideally submit their copy to the library no later than six weeks prior to submitting their thesis for examination (See [the Library Research Guides](#) for important details on requirements for submitting a thesis).

Any irregularities will be reported to the candidate and principal supervisor for correction, prior to submission to examiners. Library Services should agree that the thesis is ready for examination before the thesis is submitted.

Selection of examiners

It is the responsibility of supervisors and candidates to disclose any close working relationship with a potential examiner, or where co-publication has occurred prior to or during the period of candidature. Further information can be found in the [ACGR Conflict of Interest in Examination Guidelines](#)

Prior to the nomination of examiners, candidates should disclose any conflict of interest with a researcher that would warrant their exclusion as an examiner. In such circumstances the candidate must provide written justification to the Faculty ADR.

The supervisors of a doctoral candidate, will normally nominate five examiners from which three examiners will be selected by the Faculty ADR. For examination of a Masters by Research, normally three examiners will be nominated, from which two will be selected. This may include

one internal examiner. Faculty recommendations must be forwarded to the Dean for approval.

Confidentiality of the examination process must be maintained throughout the examination process. Therefore, the supervisors should not disclose or discuss their nominations with the candidate.

Selection and approval of examiners by the ADR should be made at least two months prior to the expected date of submission of the thesis or examinable material.

Examination of a thesis or examinable material will be undertaken by the examiners and endorsed by the ADR on behalf of the Faculty Dean. Normally, examiners will have a degree equivalent to that under examination. However, in exceptional circumstances, one of the three examiners may be appointed based on outstanding scholarly and academic achievement or expertise in the field.

Communication with examiners

The ADR will request the Faculty RDM to contact prospective examiners to seek their availability during the expected period following submission of the thesis or examinable material.

Confidentiality of the examiners and the examination process must be maintained throughout the examination process. All communication with examiners must be directed through the Faculty. No other communication can be made with the examiners after appointment.

Examiners are normally required to return the Examiner's Report Form on the thesis/examinable material submitted for examination within 8 weeks.

Panel of examiners

The Examination Panel for doctoral theses will be comprised of three independent examiners, selected from the five nominated and submitted for approval. The Masters by Research Examination Panel will be comprised of two independent examiners, one of whom may be internal, selected from the three nominated and submitted for approval.

The Process for submitting for examination.

Formatting of the thesis in line with Bond University expectations, as stated in this document, is the responsibility of the candidate. Candidates should refer to their Faculty RDM for instructions on whether a printed copy of the thesis is required for examination.

To submit their thesis for examination, candidates must launch and complete a [Submission of Thesis or Examinable Material Form](#) in WorkflowGen. All examinable material should be uploaded into the form before pressing submit.

The Faculty RDM will apply Plagiarism detection software to the examination copy of the candidate's thesis once the Submission of Thesis or Examinable Material form is received. A copy of the report, and approval by the Dean or Delegate must accompany the Examination copy of the thesis.

The candidate will be put under examination once the approval process has been completed, which may take some days to complete. Therefore, the candidate should consider this when submitting the form and should ensure the form with the required documents attached is submitted in time for the candidate to be put "under examination" before their submission date.

The candidate must also separately submit a structured, deposit of data corresponding to the Examination copy of the thesis in accordance with the Research Data Management and Sharing Policy. For further Research Data submission information please contact the [HDRU](#)

Criteria for Examination of the Thesis

The University will provide all examiners with a copy of the University's Guidelines for assessment of theses or other examinable to assist with the marking of a thesis and/or examinable material. Examiners are asked to consider the Research Doctoral or Masters by Research thesis or examinable material in the following terms, considering differences of format and style appropriate to the field and discipline:

- Does the candidate demonstrate his or her familiarity and understanding of the literature in the field of study?
- Does the candidate demonstrate his or her ability to conceptualise, design and undertake an independent research project?
- Are the methodological or technical approaches used appropriate to the project design and sufficiently well applied?
- Are the research results well outlined and interpreted?
- Has the thesis made an important contribution to knowledge or understanding of knowledge in the field?
- Does the thesis and/or examinable material demonstrate the appropriate degree of originality embodied in the work submitted?

Duration of examination

The ADR will recommend commencement of the examination process for thesis or other examinable material submitted by all HDR students.

Normally, the thesis or other examinable material will be assessed within these timeframes:

- One week from submission of examinable material to dispatch to examiners
- Eight weeks from receipt by examiners to return of examiners' reports to the Faculty RDM
- Two weeks from receipt of final submission of examiners reports to notification of official result to the candidate and supervisors.

Information sent to examiners

Generally, the information consists of the following:

- a copy of the thesis in hard copy or in electronic form, as requested
- a written report on the performance of the candidate in any required program, seminars, exercises and laboratory work, where the thesis represents partial fulfilment of the requirements for the degree
- a request for examiner acceptance, including confirmation of no conflict of interest
- a specific due date and return instructions for submission of the examiner's report honorarium payment arrangements; and
- an examiner's report form.

Procedures while Under Examination

Once the thesis has been submitted to Faculty, a copy will be sent to each of the examiners. The timeframe for their examination and report is approximately eight weeks, but this is a guideline only.

During the examination period the Faculty RDM will monitor the correspondence from the examiners and send them reminder emails when required. Once the examiners reports are received, the Faculty RDM will contact the supervision team and provide them with the examiners' reports. The Principal Supervisor will then contact the candidate.

Conclusion of thesis examination

Examination Recommendation

The examiner's report requests written comments on the originality and critical insight of the thesis, conceptual and methodological rigor, presentation and technical quality, command of the literature, and concluding recommendations. Each Examiner will conclude with one of the following recommendations:

- **pass without further examination or amendment**, and that the thesis be accepted as satisfactory for the award of the degree
- **pass with minor amendments**, on the condition that all amendments are completed to the satisfaction of the Principal Supervisor and the ADR, the thesis be accepted as satisfactory for the award of the degree
- **pass with major amendments** a on the condition that all amendments are completed to the satisfaction of the Principal Supervisor and the Executive Dean or delegate, the thesis be accepted as satisfactory for the award of the degree.
- **not passed**, and that work is to be substantially revised and submitted for re-examination within a period specified by the ADR
- **pass at the level of a Masters by Research**, in exceptional circumstances the ADR and external examiners conclude that a PhD thesis or other examinable material may be awarded a Pass at the level of a Masters by Research
- **fail**.

On receipt of the Examiner's report, the RDM will acknowledge and thank each examiner. The RDM will arrange for honorarium payments for external examiners.

Timeframe for completion amendments based on examiner recommendations.

Candidates are required to address all the examiners' recommendations and these are undertaken and completed within the following timeframes. It is important to remember that the Candidate will not be awarded the degree until the amendments are completed to the satisfaction of the Chair

- **Pass without further examination or amendment:** no further changes required
- **Pass with minor amendments completed to the satisfaction of the supervisors and the ADR:** must be completed within three months of notification of the examiners' assessments
- **Pass with major amendments completed to the satisfaction of the supervisors and ADR:** must be completed within a specified period. This will vary between six to twelve months from notification of the examiners' assessments.

The candidate must submit a detailed written request to the ADR, together with written support from the supervisors, requesting an extension if they are unable to meet these timeframes

Candidates who do not submit their thesis corrections for review following this extended period, or do not submit a request for an extension will not be awarded the degree and will be withdrawn from the program without academic penalty.

Notification of outcome to the candidate

The Examiners' reports will be forwarded to supervisors and the ADR as soon as these are received.

The supervisors will meet the candidate to discuss the examiners' reports and, based on the examiners' comments, work with the candidate to undertake the required amendments and advise the Faculty RDM when these have been completed.

Final Version and Lodgement of thesis

Further information about submitting a thesis can be found in the [Library Research Guides](#)

Complete the Thesis Deposit form.

Candidates must lodge the final version of their thesis using the [Thesis Deposit form](#) in WorkflowGen and attach the following documents:

- A PDF file, of the Thesis. The PDF will be used to upload a copy in the Library, and to produce the hardcopy.
- A separate [Copyright Permission file](#) (if applicable);
- A PDF copy of the candidate's [Research Data Management Plan](#).

The candidate must also provide:

- A URL for the location of their Research Data
- An abbreviated title of their Thesis
- Details of a [creative commons licence](#) if applicable
- Embargo details

Copyright Permissions File

If copyright material that does not belong to the candidate is included (e.g. images, tables, graphs, substantial amount of other material), the candidate must obtain permission to include that material, or else omit it from the electronic version of the thesis or examinable outcome. Combine all the permissions into one PDF. Upload the Copyright Permissions File into WFG with the Thesis.

Abbreviated title

If the thesis title exceeds 15 words, the candidate will be required to provide a shorter title which will be displayed on the spine of the thesis;

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See further information about Creative Commons licences on the [Library Research Guide](#), or contact the [Manager, Scholarly Publications & Copyright](#)

Embargo on Thesis

A Candidate may require an embargo on their thesis. A candidate can apply to embargo their thesis for one of the following reasons:

1. Contains confidential material
2. Contains culturally sensitive material
3. Research project is subject to a contractual confidentiality clause

A thesis embargo may be approved for candidates who:

- Want to further publish the work in the thesis
- Need to protect sensitive / confidential data or information
- Are seeking to register patents
- Have published material from their work with a publisher that does not allow open access release for a certain period of time.

A Candidate should discuss the need for an embargo on their Thesis with their supervisor before completing the Thesis Deposit form

When the restricted period has ended the thesis will automatically be made available on the Bond Research Portal unless an extension has been requested by the candidate and approved by the HDRS prior to the end of the embargo period

The Thesis Deposit form with all the accompanying instructions, forms and copyright permissions file will be forwarded to the Library once the checklist has been complete by the Faculty Research Development Manager.

Hard Copy of Thesis

The University requires a hardcopy of the thesis for retention by Faculty. This copy will be printed from the submitted PDF, so formatting must be correct. The Faculty will arrange the printing and distribution on the candidate's behalf.

Confirm post nominals.

The table below outlines the post nominals for the degrees offered at the University.

Degree	Post nominals
Master of Philosophy	MPhil
Master of Science by Research	MSc
Master of Arts	MA
Master of Laws	LLM (Research)
Doctor of Philosophy	PhD
Doctor of Legal Science (Research)	SJD
Doctor of Philosophy by Published Work	PhD
Professional Doctorate Degree	D "speciality" e.g. LL.D

Faculty colours

Each Faculty has a colour, for the hardcover copies of the candidate's thesis. These colours are specified below:

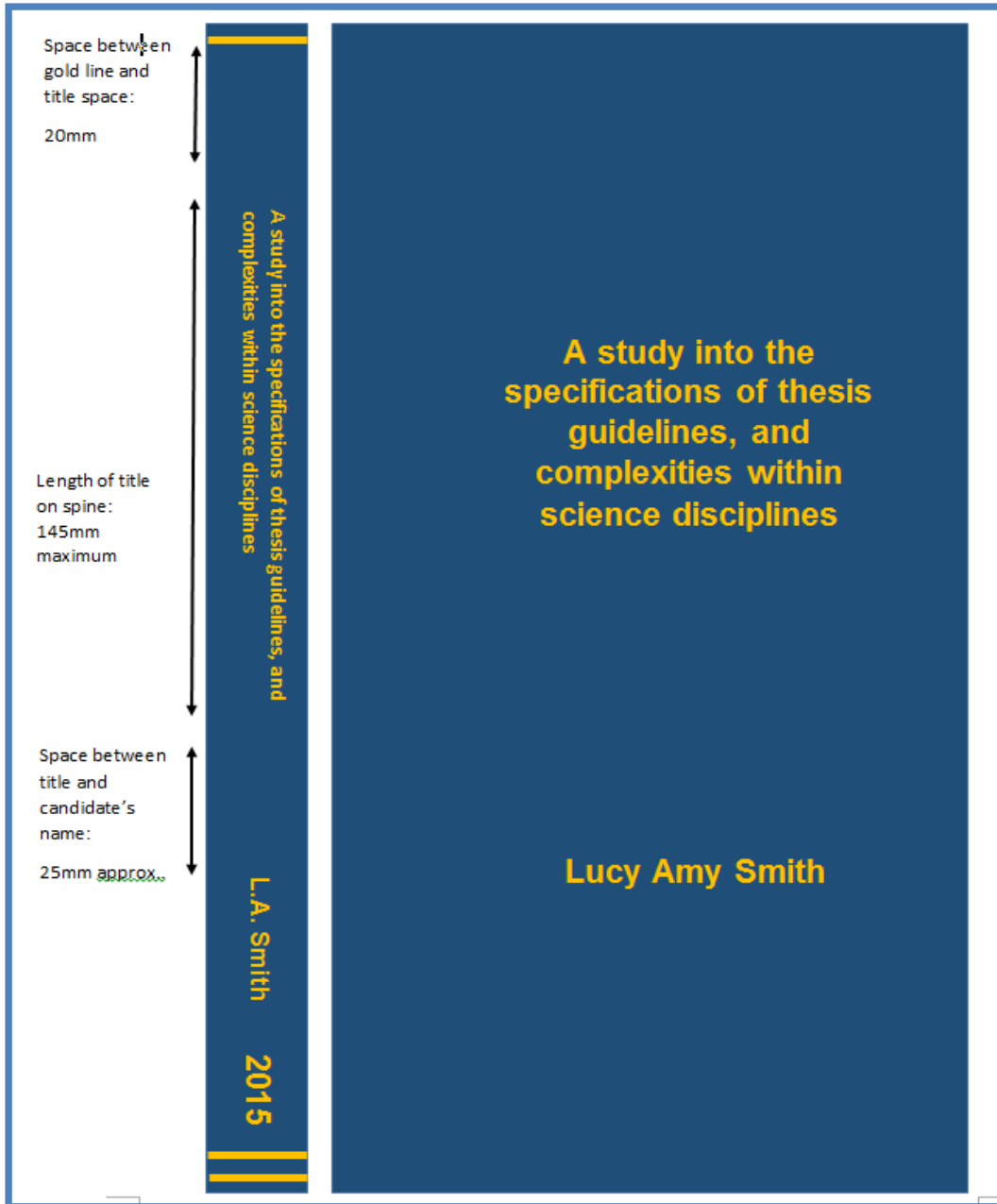
- Bond Business School- Black with gold lettering (Buckram # 2011)
- Faculty of Health Sciences and Medicine- navy blue with gold lettering (Buckram # 2014)
- Faculty of Law- maroon with gold lettering (Buckram # 2001)
- Faculty of Society & Design- dark green with gold lettering (Buckram # 2034)

Paper specifications

Thesis must be printed on acid-free archive paper.



Hard copy of thesis cover: example



Appendix 1

Acronyms table

Associate Dean Research	ADR
Australian Qualifications Framework	AQF
Academic Skills Centre	ASC
Bond University Human Research Ethics Committee	BUHREC
Bond University Research Committee	BURC
Chair of Graduate Research	CoGR
Cumulative Percent Average	CPA
Department of Home Affairs	DHA
Data Management Plan	DMP
Education Services for Overseas Students	ESOS
Higher Degree Research	HDR
Higher Degree Research Subcommittee	HDRS
Higher Degree Research Unit	HDRU
Information Technology Service	ITS
Intellectual Property	IP
Office of Research Services	ORS
Overseas Student Health Cover	OSHC
Postgraduate Student Association	PGSA
Research Development Manager	RDM
Research Training Program	RTP

Appendix 2

PhD by Published Work

Copyright Permissions (Where the Publisher is the copyright owner)

If copyright of a publication has been, or will be, assigned or transferred to a publisher permission must be sought to reproduce the work in the thesis and allow for a digital version of the final published version to be made available in the theses collection of the University's Open Access [Research Portal](#).

Publisher permission for the reproduction of copyright works, e.g. articles, graphics, surveys, can take different routes. The permission letter template in the [Copyright for Researchers Toolkit](#) can be used in many cases, however some publishers direct all permission requests through to the Copyright Clearance Centre based in the USA, whilst other publishers have their own online permission request form. In both of the latter instances, permission information is often found on the same page as the published article, or on the journal website.

If the accepted or published version of an article is to be included in the thesis the publisher's permission statement must appear before the article. Copyright permission letters received from publishers should not be reproduced in the thesis itself, but kept in a separate PDF file.

If permission is not obtained a pre-print of the article may be able to be included in the thesis. If this is not the case and permission is not gained the published version of the article must be removed from the electronic version of the thesis.

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For a thesis where copyright permission has been gained for the reproduction of the published work/s the following statement format is recommended:

Copyright Declaration:

This thesis makes careful note of all published articles, along with relevant copyright information.

Copyright permission has been obtained from the publisher for the following articles. Permissions are also cited in the preface of the relevant chapters within the thesis.

Reference example (Vancouver style):

Author, Title, Journal Title, Volume/Issue, DOI, Copyright ©, [year], [Link](#) to the published article on the publisher's website.
Reproduced with permission from [Publisher].

Works published under a Creative Commons licence

If a thesis contains open access works published under a [Creative Commons licence](#) this information should be included along with a link to the appropriate licence/licences.

A copy of the open access [published version](#) of the work should be included in the thesis which will include all the CC licence information and link.

Copyright Declaration (with CC BY-NC 4.0 licence example):

This thesis makes careful note of all sections which have been previously published, along with relevant copyright information.

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Submission of Copyright Permissions

Students must submit a **separate file** of copyright permissions for the reproduction of published articles and other third party copyright material that is included in their thesis to the Library.

Further information is available in the [Writing and Submitting a Thesis](#) guide.

Students who require further information regarding copyright issues should contact the [Manager, Scholarly Publications and Copyright](#).

Appendix 3

Award of Degree

Once the Chair of Graduate Research has recommended that the candidate has qualified for the award of the Higher Degree by Research, they will advise the candidate and other appropriate persons that the candidate is eligible to graduate.

Doctoral candidates may use the doctoral title (“Doctor” or “Dr”) after receipt of notification from the Pro Vice-Chancellor (Student and Academic Support) that the thesis or other examinable material has been passed and the candidate has met all requisite conditions for the award of the degree.

Declaration

I have read and understood the contents of this handbook and agree to abide by all Faculty and University regulations, policies and procedures as they relate to my HDR candidature.

Please complete the declaration within 9 weeks of enrolment.

[HDR Handbook Declaration Form](#)